



Montana
Office of Public Instruction
Denise Juneau, State Superintendent

Office of Public Instruction
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TO: System Test Coordinators/School Principals/Authorized Representatives
FROM: Judy Snow, State Assessment Director
DATE: February 2013
RE: Non-Participation of Students on the Spring 2013 CRT or CRT-Alternate

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Both the No Child Left Behind Act (NCLB) and the Individuals with Disabilities Education Act (IDEA) require that all students participate in statewide assessments. This includes all students who receive special education services no matter what their disability or level of service. All students, including students with IEPs, enrolled at the time of statewide testing must be accounted for when the assessment results are reported to the Department of Education (ED) and calculated for Adequate Yearly Progress (AYP) determinations.

The ED recognizes that there may be circumstances beyond the control of the school which can prevent a student from participating in the assessment. The Office of Public Instruction (OPI) is required to report to the ED the reason for each student, including students with IEPs, who do not participate in the state-level assessment. These reasons do not represent options for not having a student participate; rather, they are a method to report why, despite the school's best efforts, a student was not able to participate. AYP requirements and calculation will still apply.

A worksheet is available online for you to use for your record-keeping. All students, including students with IEPs, enrolled March 12, 2013 (the Test Window Count Date) who did not participate in any one or more of the subjects tested on the 2013 CRT or CRT-Alternate should be listed on this worksheet which includes spaces for the student name, state student ID, the grade, subject(s) and the reason(s) the student did not participate.

- This worksheet is for your ongoing record-keeping during test administration. It is to be used only for non-participating students enrolled during your testing window and does not replace the voided barcode label form.
- Please keep the worksheets for your records and use; they should not be sent to Measured Progress.
- The form has been created to be filled out and maintained electronically or it may be printed.

Once the testing window is complete, please enter the information in the non-participation program in the MontCAS online reporting application. Test coordinators have already received account information to log into the MontCAS online reporting application.

If you have questions about the online reporting application please contact:
Ashley Makowski, Administrative Assistant
amakowski@mt.gov or 406-444-3511

If you have questions, please contact:
Frank Podobnik, Special Education Division
fpodobnik@mt.gov or 406-444-4428

Judy Snow, State Assessment Director
jsnow@mt.gov or 406-444-3656



The Montana Office of Public Instruction provides vision, advocacy, support, and leadership for schools and communities to ensure that all students meet today's challenges and tomorrow's opportunities.